



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 ENGINEER LOOP STE 316
FORT LEONARD WOOD, MO 65473-8929

REPLY TO
ATTENTION OF

ATZT-DL

12 DEC 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #49-01, Requirement to Utilize GSA Mandatory Contract Carriers for Official Travel

1. REFERENCES.

- a. DoD 4500.9-R, Defense Transportation Regulation (DTR), Part 1, 4 Aug 95.
- b. Official Airline Guide (OAG).
- c. Memorandum, HQ, U.S. Army, TRADOC, subject: Final Report 97-7, Audit of the Carlson Wagonlit Travel (CWT) Contract, 15 Dec 97.

2. PURPOSE. To establish the installation policy of mandatory use of contract city pair fares for official travel.

3. GENERAL. The installation supports DoD policy through close adherence to existing laws, regulations and procedures.

4. POLICY/PROCEDURES.

a. Use of the GSA Contract City Pair Program is mandatory for official travel in accordance with reference 1a above and this policy. Reference 1c above reiterates the DoD mandate.

b. Exception to the use of contract carriers will be granted only when one or more of the following travel conditions exist.

(1) Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or

(2) The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies, where applicable, to schedule travel during normal working hours; or

(3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government, to include the combined costs of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at that fare, or if the lower

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fare offered by the non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a Government Transportation Request (GTR) or government charge cards.

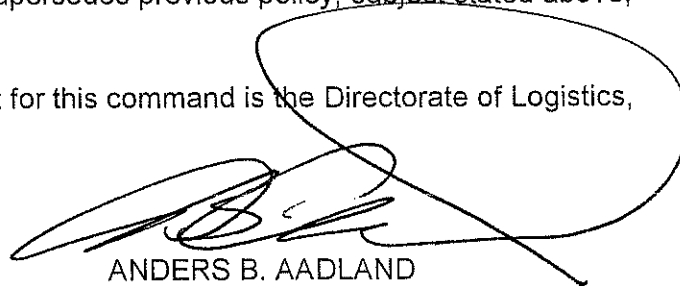
(4) Rail service is available and such service is cost effective and consistent with the mission requirement.

c. The existence of one or more of the above conditions must be certified on the travel order, or by memorandum signed by the agency approved authorizing official if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

d. Under no circumstances will exceptions be granted for personal preference or convenience.

5. SUPERSESSON. This policy supersedes previous policy, subject stated above, dated 8 May 98.

6. PROPONENCY. The proponent for this command is the Directorate of Logistics, 596-0378.

A handwritten signature in black ink, consisting of a series of loops and strokes, positioned above the printed name and title.

ANDERS B. AADLAND
Major General, USA
Commanding

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